Using the Big 5 Generator

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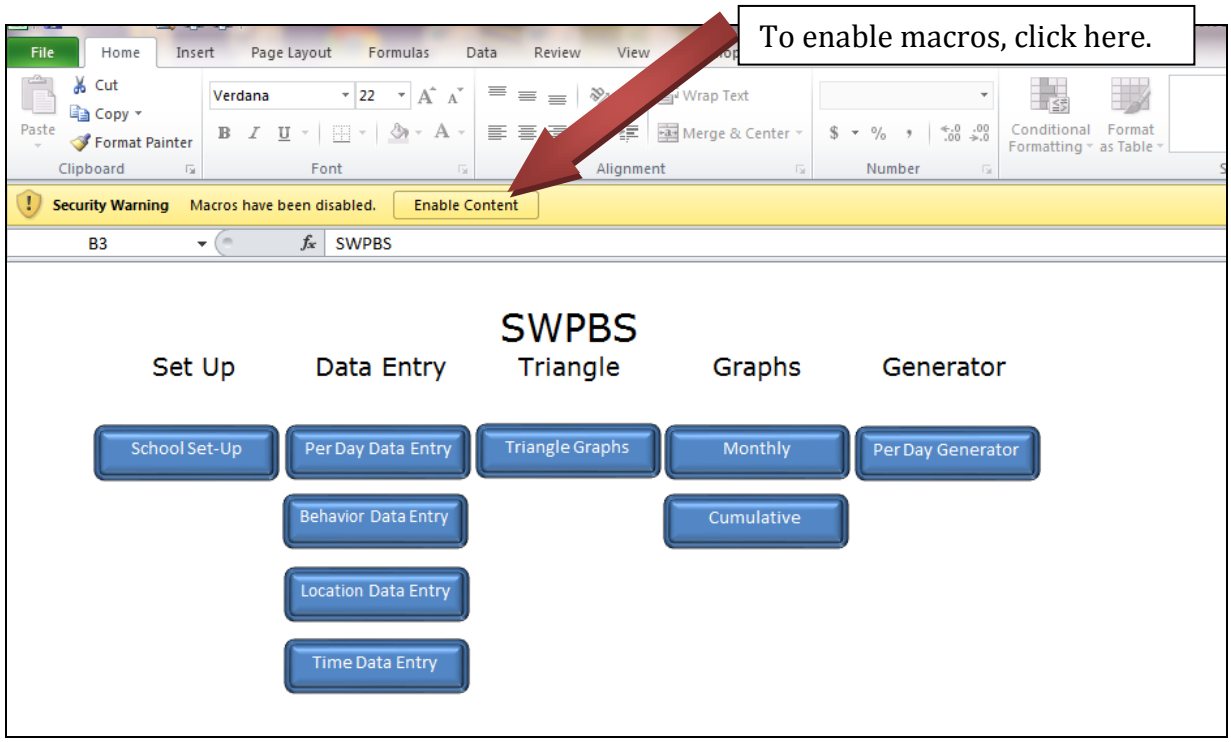
Getting Started

Rationale:

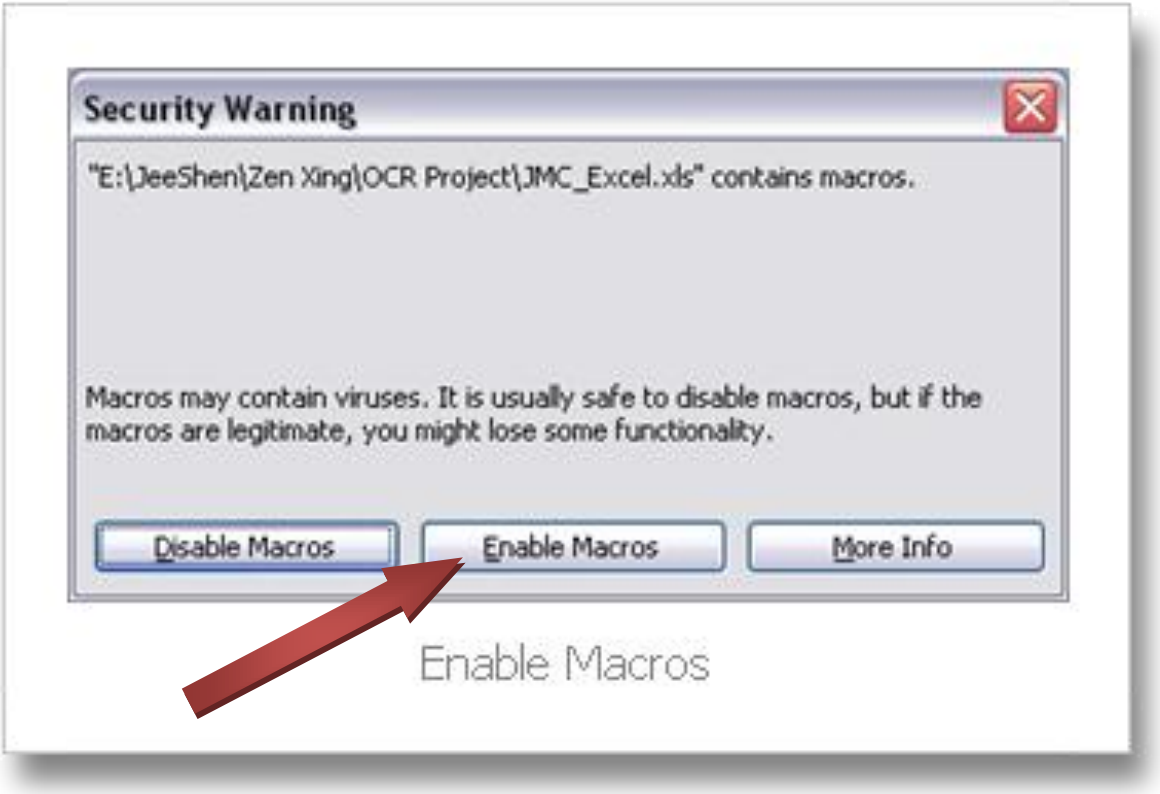
The Big-5 Generator was developed to assist schools in organizing Office Discipline Referral (ODR) data, making it easier to track progress, identify challenges, and develop school-wide interventions to address these challenges.

Main Menu:

The Main Menu is a new feature we have added in an effort to make navigating the Big-5 Generator easier.



- The first time the Big-5 Generator is opened, macros must be enabled. Usually this option is in a bar just below the Excel toolbar ribbon. It will typically read “Security Warning! Macros have been disabled. Enable Content.”
- In Office 2007 or 2010, click on the box marked “Enable Content.” Once this has been done, the buttons can be used to navigate around the Big-5 Generator.


Security Warning
"E:\JeeShen\Zen Xing\OCR Project\JMC_Excel.xls" contains macros.
Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
Disable Macros
Enable Macros
More Info
Enable Macros

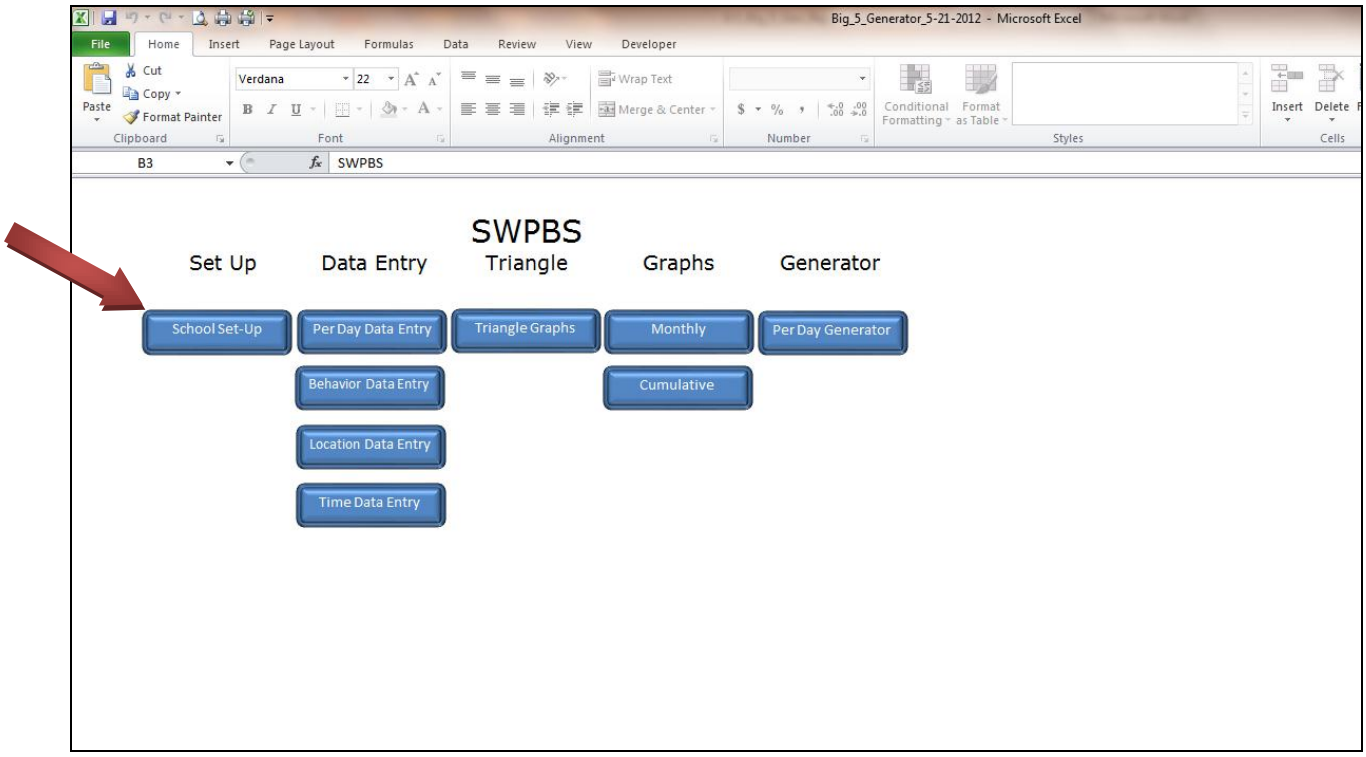
- If you are using office 1997-2003, you may or may not receive a message stating that "Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality." If this message pops up, you will want to click "Enable Macros."
- **Important: If you still have trouble using the navigation buttons, see the "troubleshooting guide" at the end of this document to change the security settings in excel.**

Using the Big-5 Generator

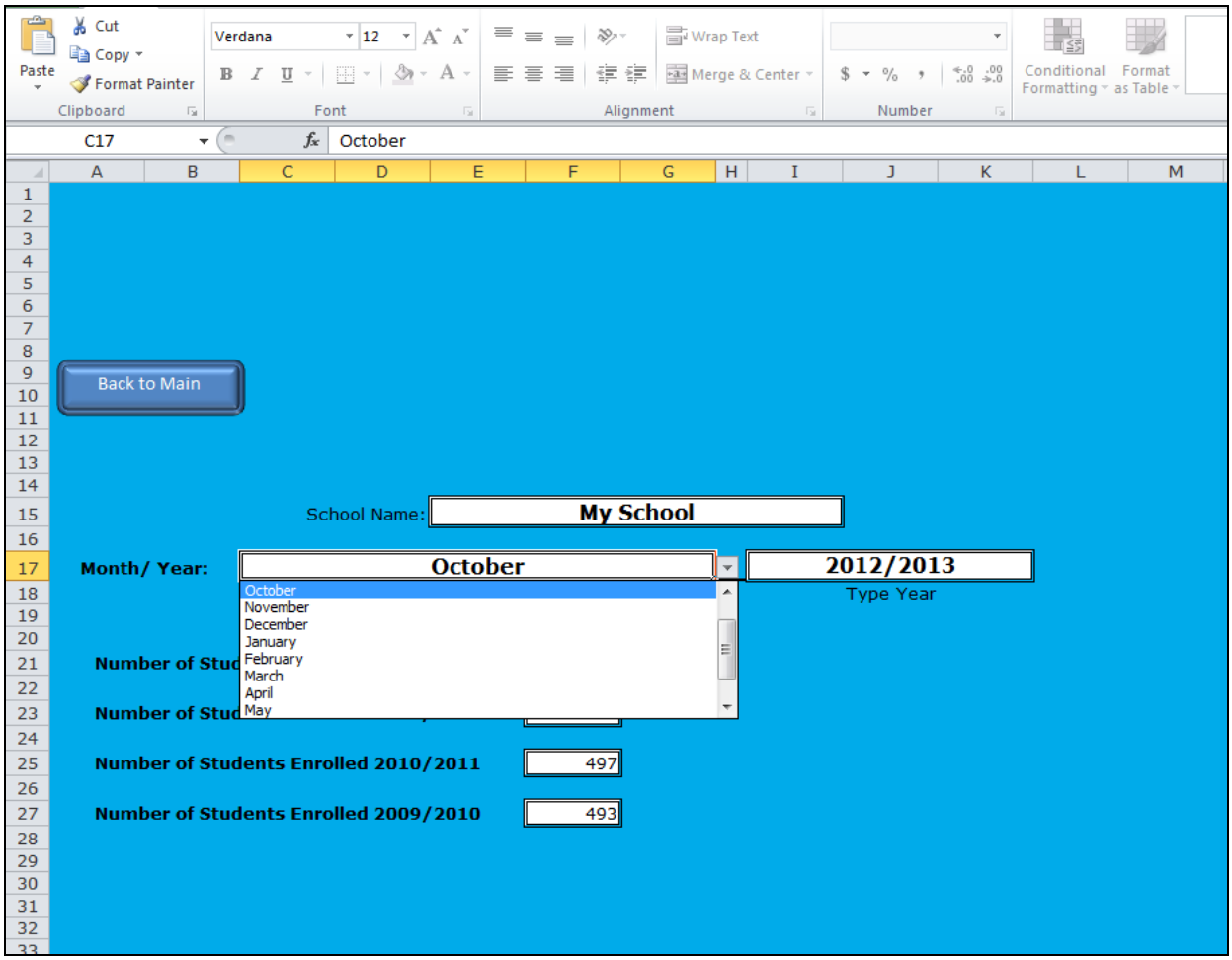
The Big-5 Generator summarizes the "**who, what, when where,** and **how often"** of your school's discipline data. This information is vital for effectively intervening at the school wide level.

Step 1: School Set Up

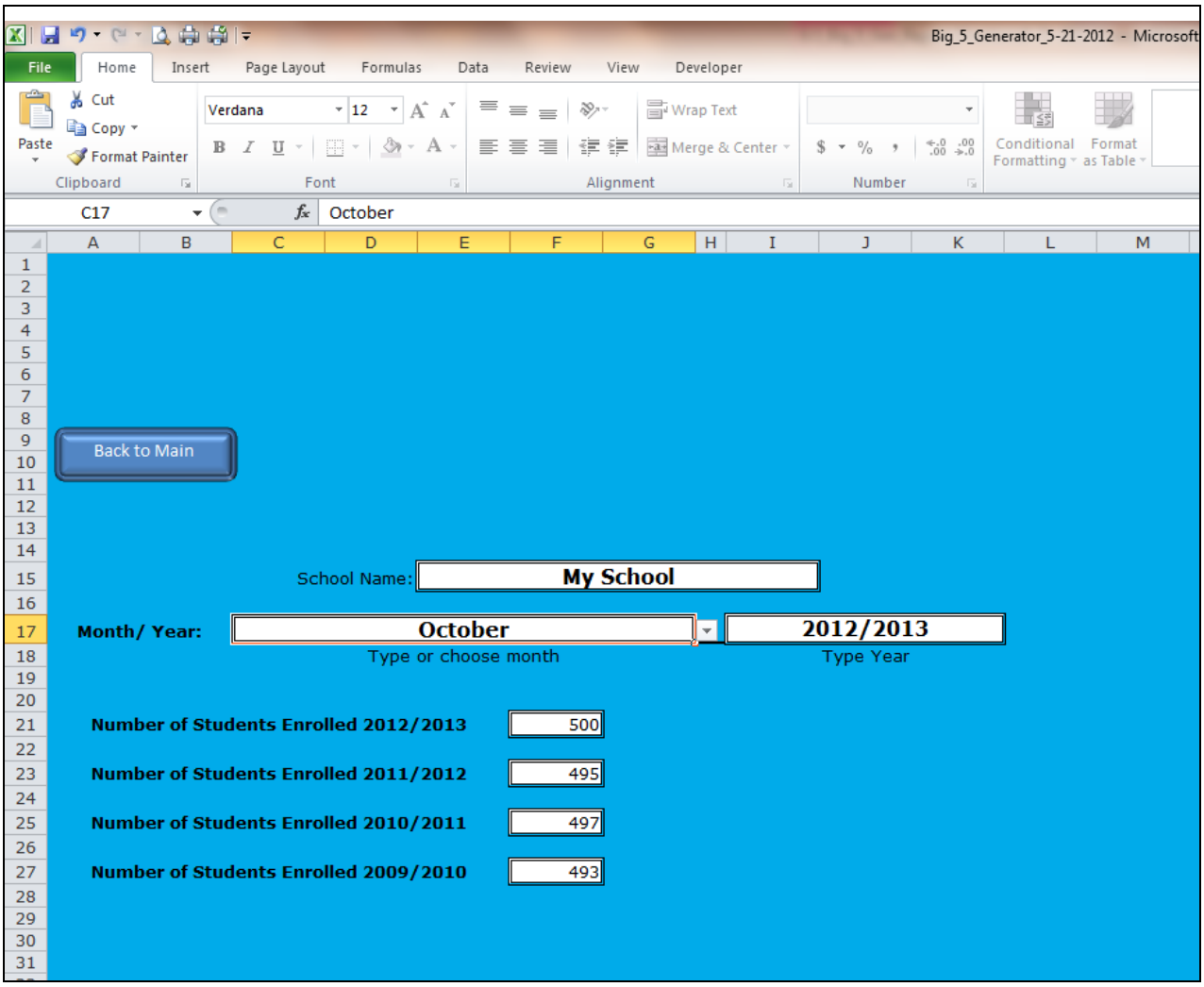
The first step in using the Big-5 Generator is to complete the "School Set-Up" page. The information on this page is critical for the graphs to function properly.



- To go to the "School Set-Up" page, click on the "School Set-Up" button.



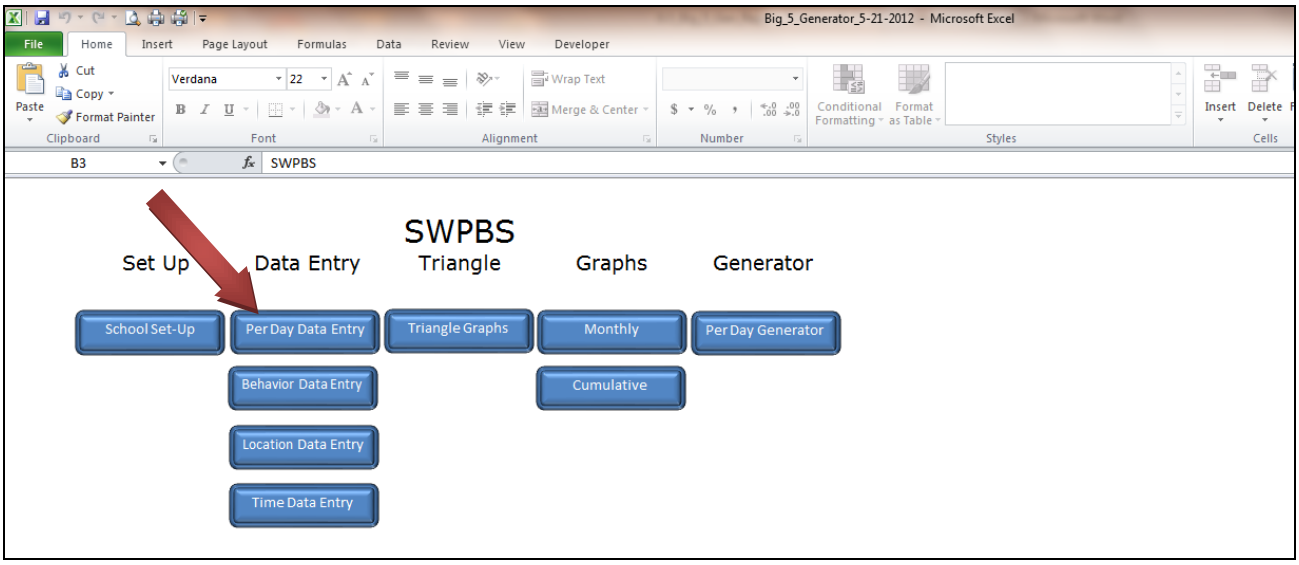
- Enter school name (this will cause your school's name to appear on the graphs).
- Enter "Month" using the drop down menu (***Important: by entering "Month" you are telling the Big-5 Generator which month's data you want to appear in the "By Month" graphs).***



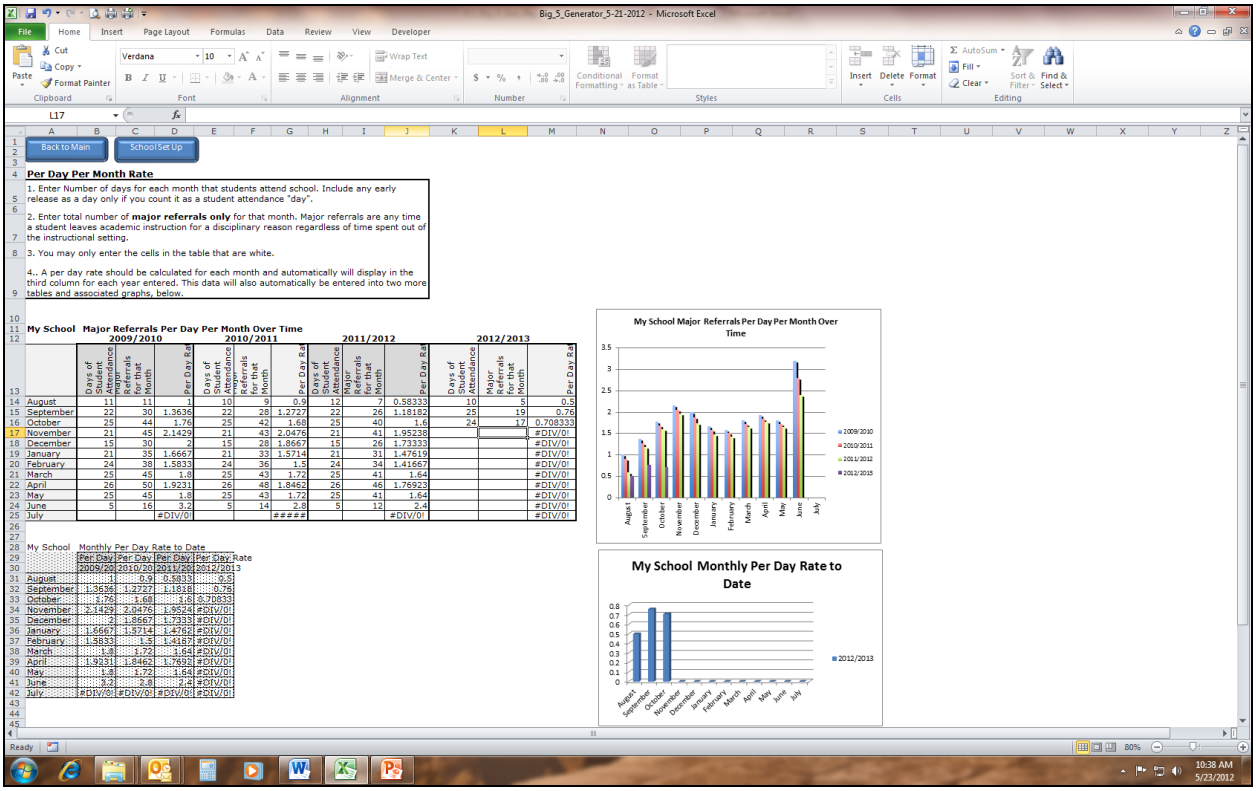
- Enter year (this will cause the year to appear on the cumulative graphs. If you like, you can use "school year" (i.e. 2012/2013).
- Enter September enrollment for each year that you wish to include data (***Important: The Per Day/ Per Month graphs will not work if you do not enter enrollment information).***
- Once you have completed the information for this page, click the "Back to Main" button.

Step 2: Per Day/ Per Month

This graph tells you *how often* problem behaviors are occurring. The "Per Day/ Per Month" table and graphs will provide you with information on the daily rate of office referrals, allowing you to compare months in which school is in session for students for different numbers of days.



- To go to the “Per Day Data Entry” page, click the “Per Day Data Entry” button from the “Main Menu.”


Back to Main
School Set Up
Per Day Per Month Rate
1. Enter Number of days for each month that students attend school. Include any early release as a day only if you count it as a student attendance "day".
2. Enter total number of major referrals only for that month. Major referrals are any time a student leaves academic instruction for a disciplinary reason regardless of time spent out of the instructional setting.
3. You may only enter the cells in the table that are white.
4.. A per day rate should be calculated for each month and automatically will display in the third column for each year entered. This data will also automatically be entered into two more tables and associated graphs, below.
My School Major Referrals Per Day Per Month Over Time
My School Monthly Per Day Rate to Date

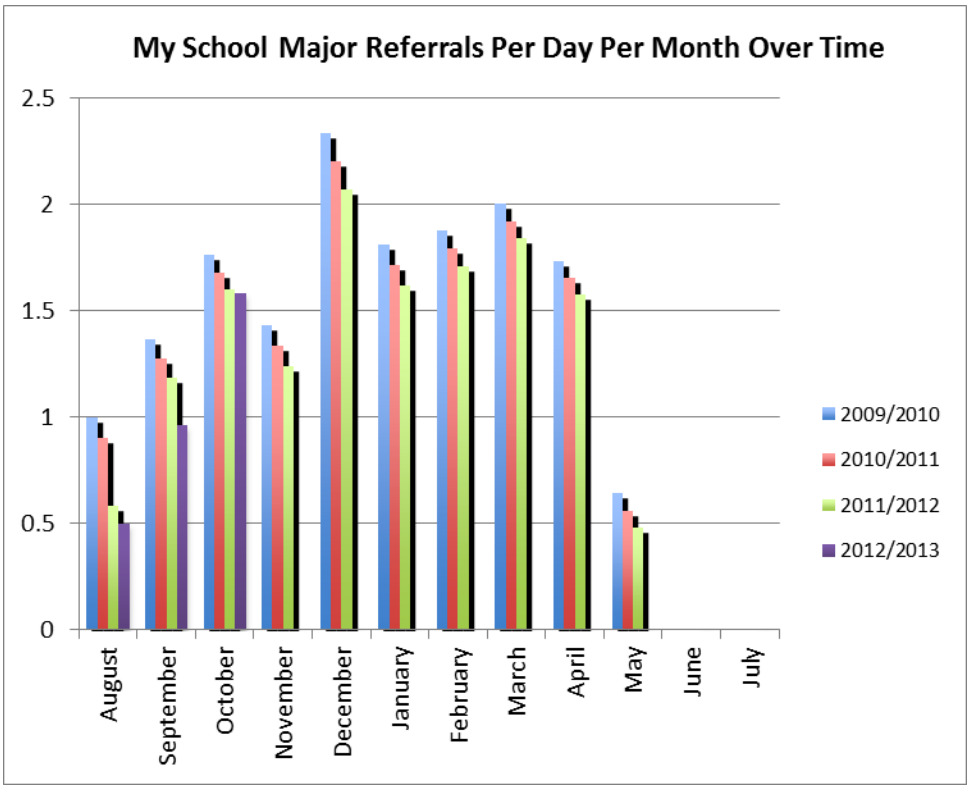
- This will take you to the “Per Day Per Month Page.

Enter Data for current school year here.

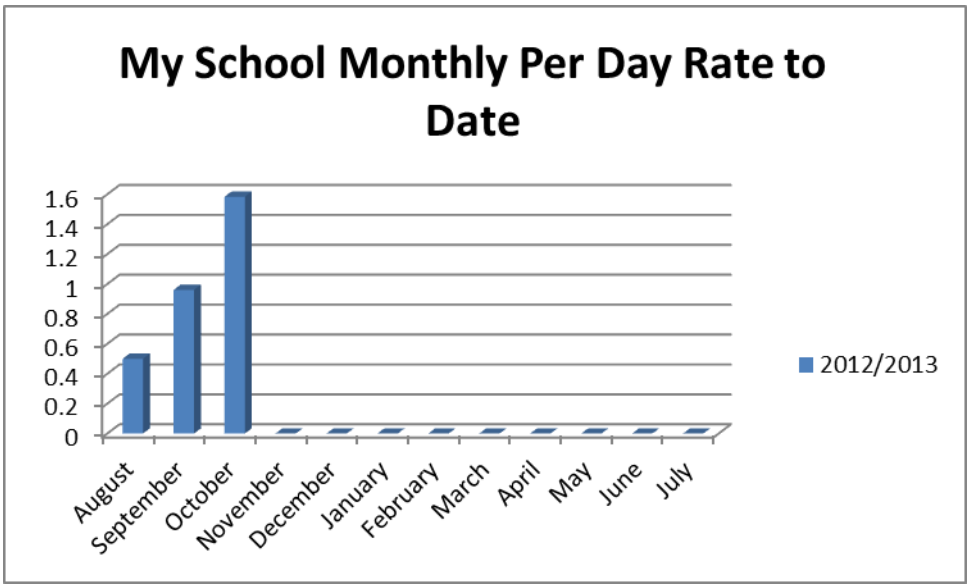
My School Major Referrals Per Day Per Month Over Time

	2009/2010			2010/2011			2011/2012			2012/2013		
	Days of Student Attendance	Major Referrals for that Month	Per Day Ra	Days of Student Attendance	Major Referrals for that Month	Per Day Ra	Days of Student Attendance	Major Referrals for that Month	Per Day Ra	Days of Student Attendance	Major Referrals for that Month	Per Ra
August	11	11	1	10	9	0.9	12	7	0.58333	10	5	0.5
September	22	30	1.3636	22	28	1.2727	22	26	1.18182	25	19	0.76
October	25	44	1.76	25	42	1.68	25	40	1.6	24	17	0.708333
November	21	45	2.1429	21	43	2.0476	21	41	1.95238			#DIV/0!
December	15	30	2	15	28	1.8667	15	26	1.73333			#DIV/0!
January	21	35	1.6667	21	33	1.5714	21	31	1.47619			#DIV/0!
February	24	38	1.5833	24	36	1.5	24	34	1.41667			#DIV/0!
March	25	45	1.8	25	43	1.72	25	41	1.64			#DIV/0!
April	26	50	1.9231	26	48	1.8462	26	46	1.76923			#DIV/0!
May	25	45	1.8	25	43	1.72	25	41	1.64			#DIV/0!
June	5	16	3.2	5	14	2.8	5	12	2.4			#DIV/0!
July			#DIV/0!			#####			#DIV/0!			#DIV/0!

- Enter the number of days that school was in session for students for each month under the column marked “Days of Student Attendance.”
- Enter the number of major office discipline referrals (ODR’s) for each month in the column marked “Major referrals for that month.”
- If you have data for multiple years, you can track changes over time by completing the table for those years.



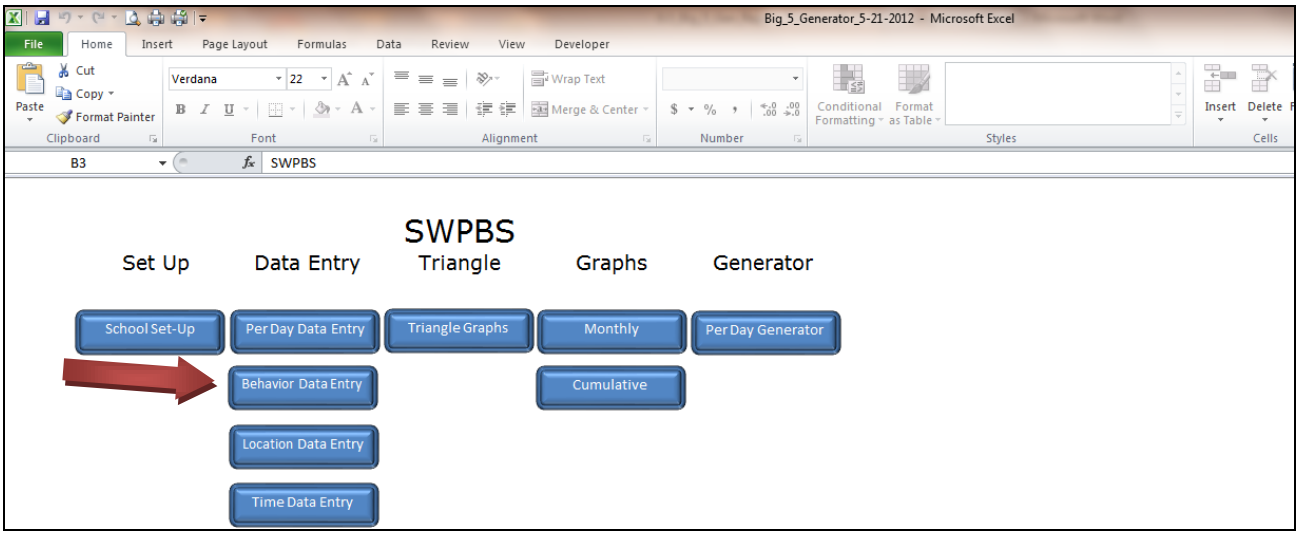
- The graph for multiple years over time will appear to the right of this table.



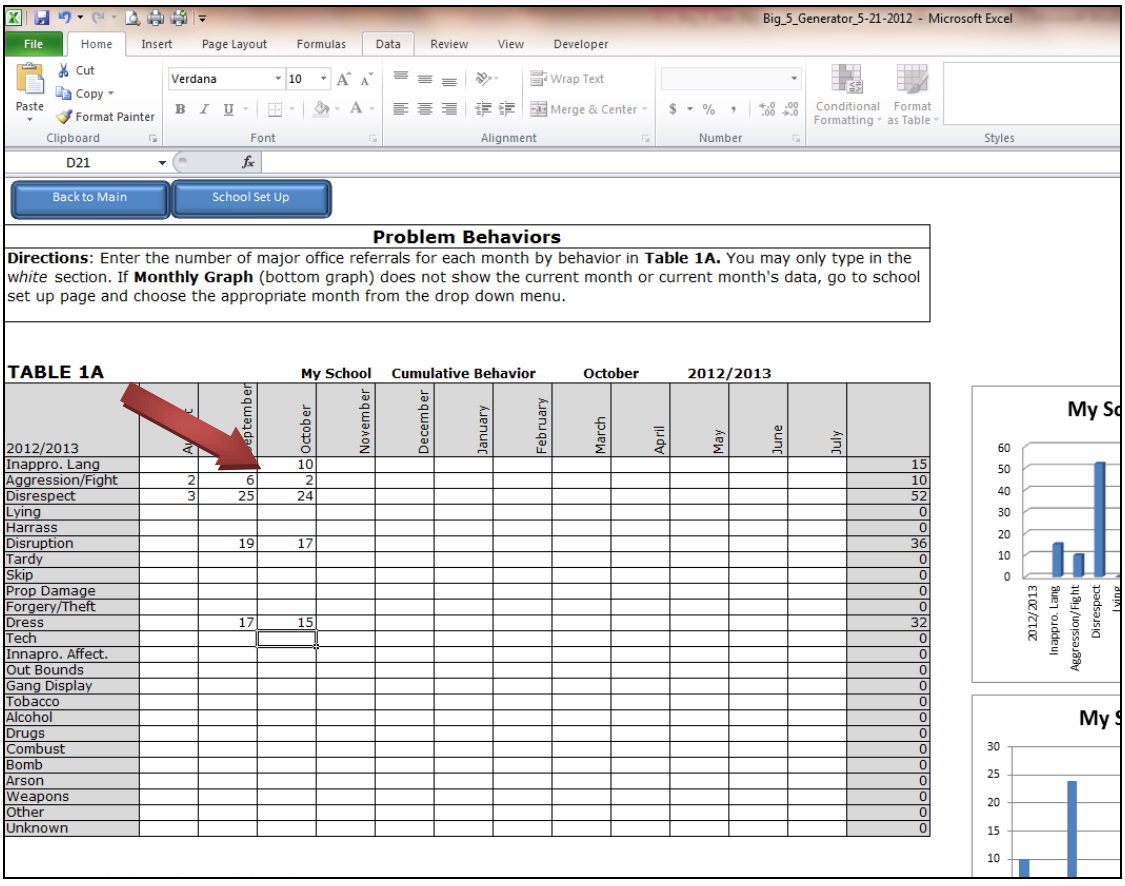
- Graph for the current school year to date will appear underneath the multi-year graph.
- Both of these graphs can be selected, copied, and pasted into PowerPoint or other documents that you wish to share with stakeholders.
- "Save."
- Click the "Back to Main" button.

Step 3: Behavior

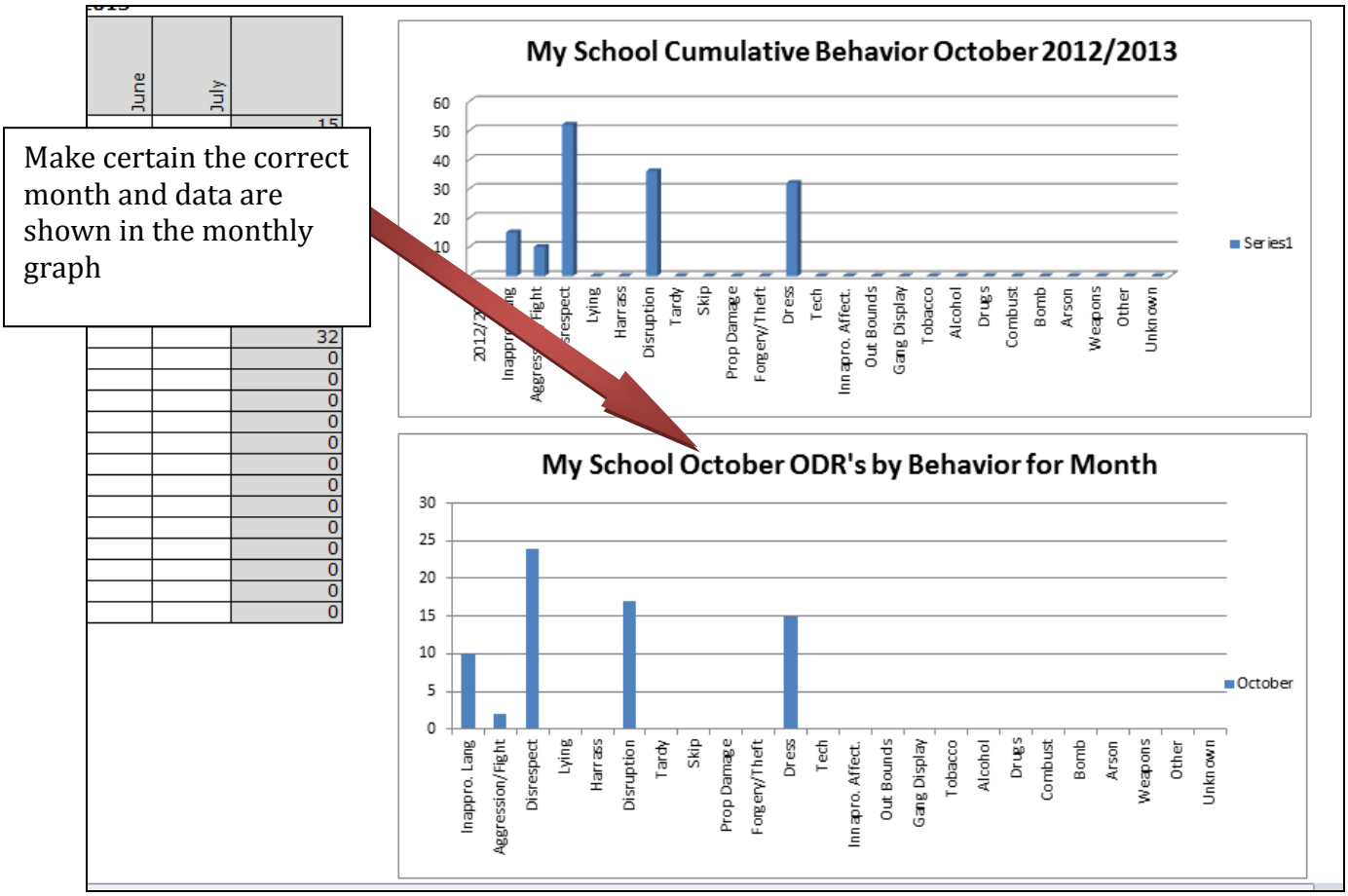
This graph allows you to chart *what* are your most frequent problem behaviors. The behavior categories are those used by *School Wide Information Systems* (SWIS).



- To navigate to the “Behavior Data Entry” page, from the Main Menu, click on the “Behavior Data Entry” button.



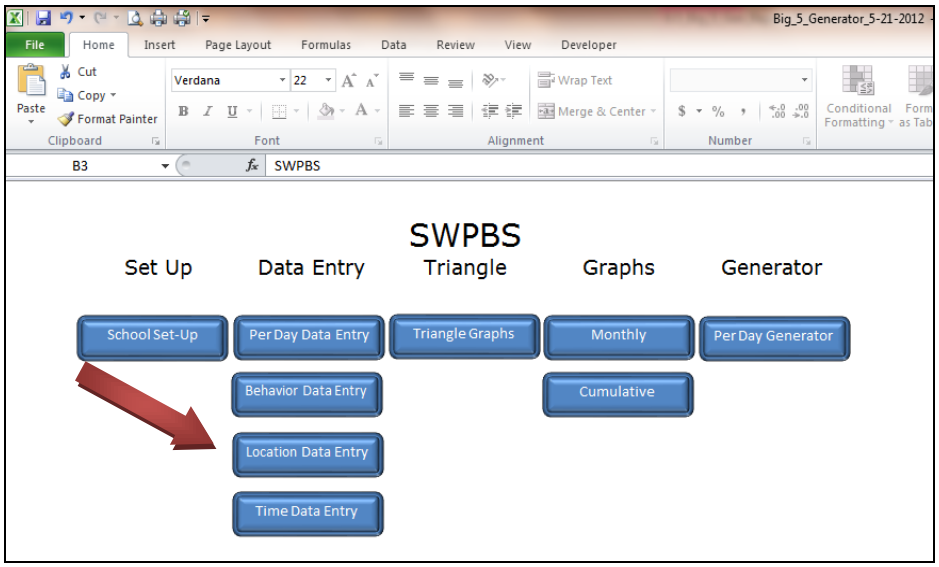
- On this page, in the cells under the column for the desired month, type in the number of ODR’s received in that particular behavior category.



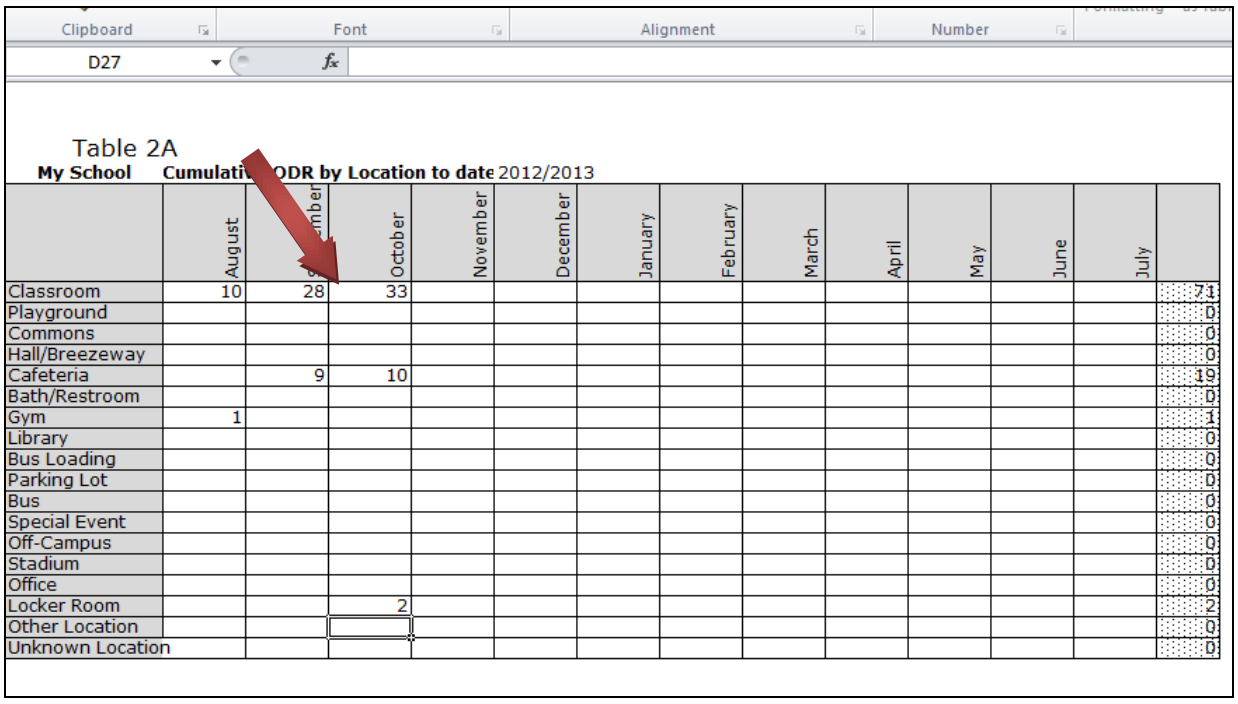
- A Graph will appear to the right of this table. The top graph will show the trends by months for the current school year (to date).
- The bottom graph will chart data for the month entered on the "School Set-Up" page**.**
- **If the bottom graph does not chart the desired month, choose the desired month from the drop down menu on the school set up page.**
- "Save."
- Click "Return to Main"

Step 4: Location

This worksheet creates graphs that chart *where* problem behaviors are occurring.

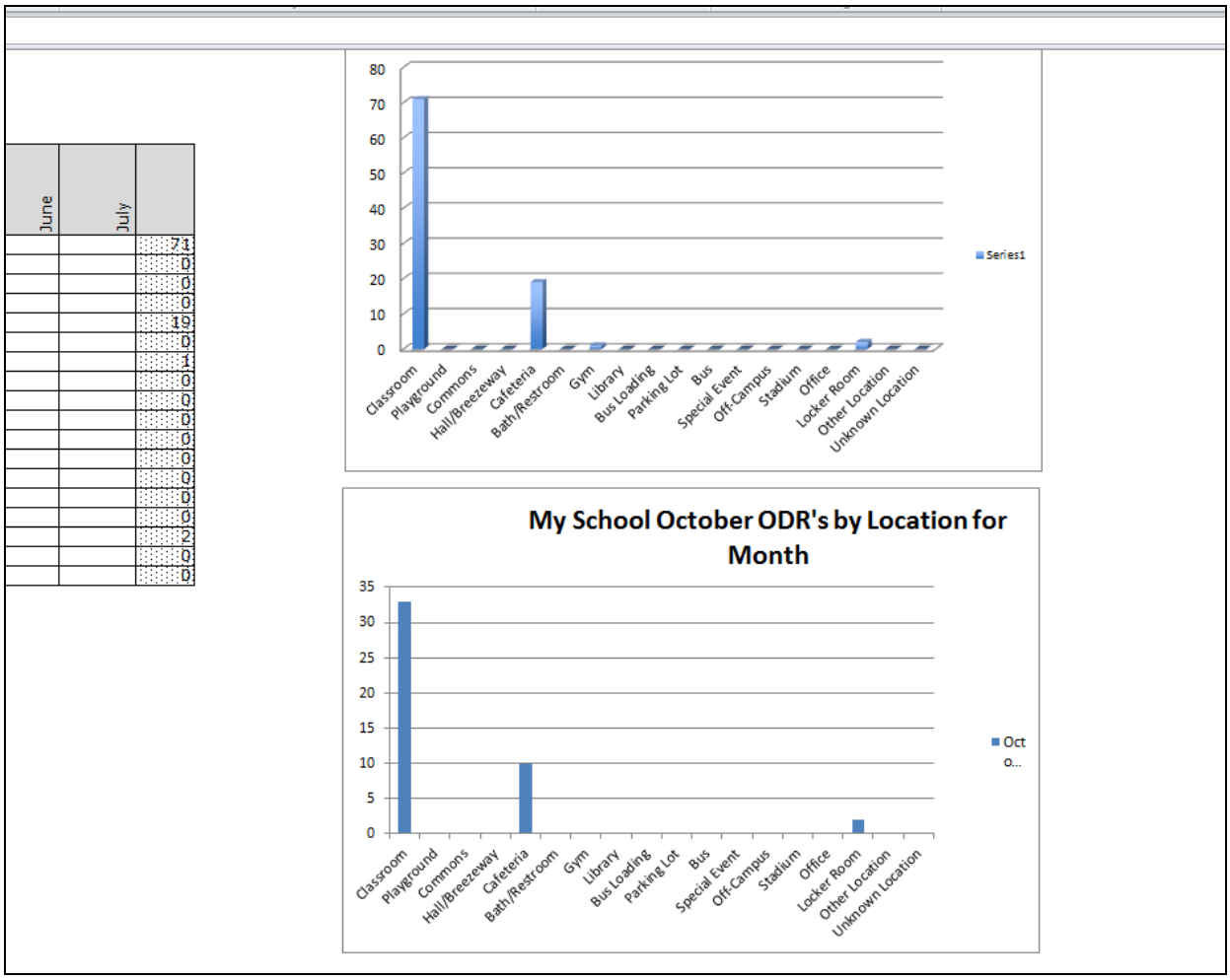


- From the “Main Menu” click on the “Location Data Entry” button.



	August	ember	October	November	December	January	February	March	April	May	June	July	
Classroom	10	28	33										71
Playground													0
Commons													0
Hall/Breezeway													0
Cafeteria		9	10										19
Bath/Restroom													0
Gym	1												1
Library													0
Bus Loading													0
Parking Lot													0
Bus													0
Special Event													0
Off-Campus													0
Stadium													0
Office													0
Locker Room			2										2
Other Location													0
Unknown Location													0

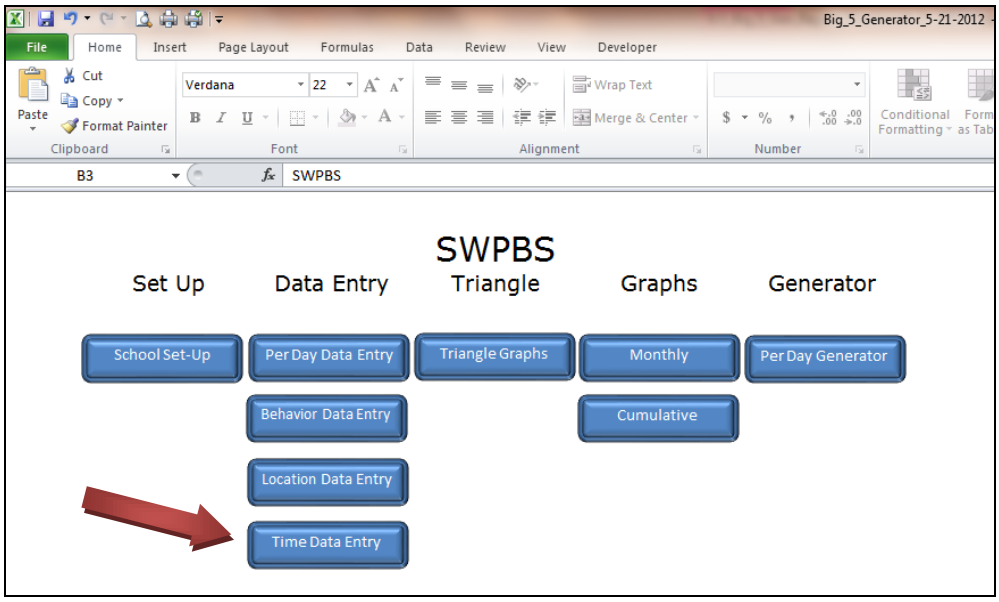
- On the “Location Data Entry” page, enter the number of office referrals for the current month in the table.



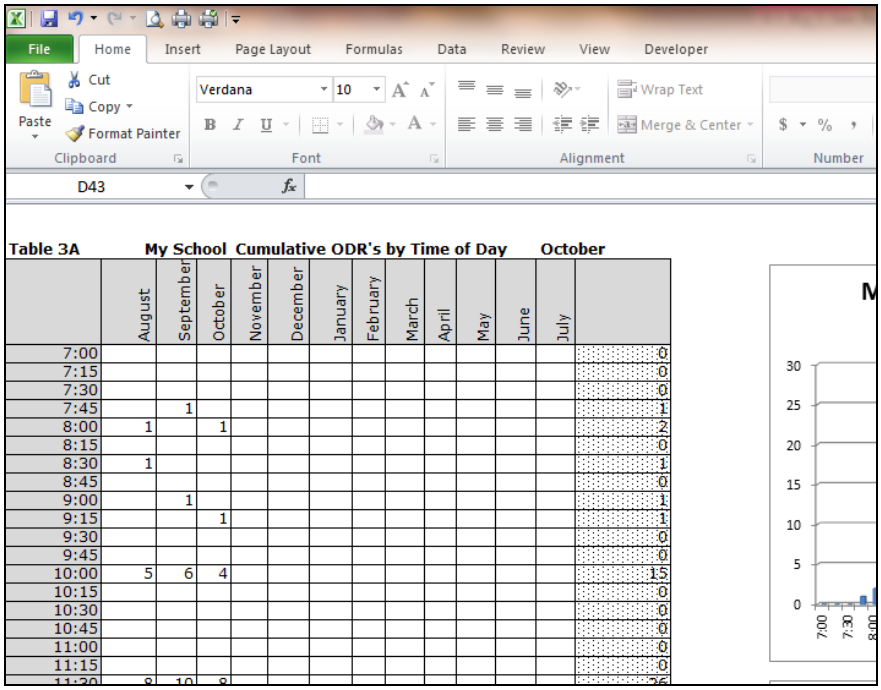
- There will be two graphs that appear to the right of this table. The top graph is the cumulative graph for the school year, and the bottom graph is the graph for the current month only.
- **If the bottom graph does not chart the desired month, choose the desired month from the drop down menu on the school set up page.**
- "Save."
- Click "Back to Main."

Step 5: Time of Day

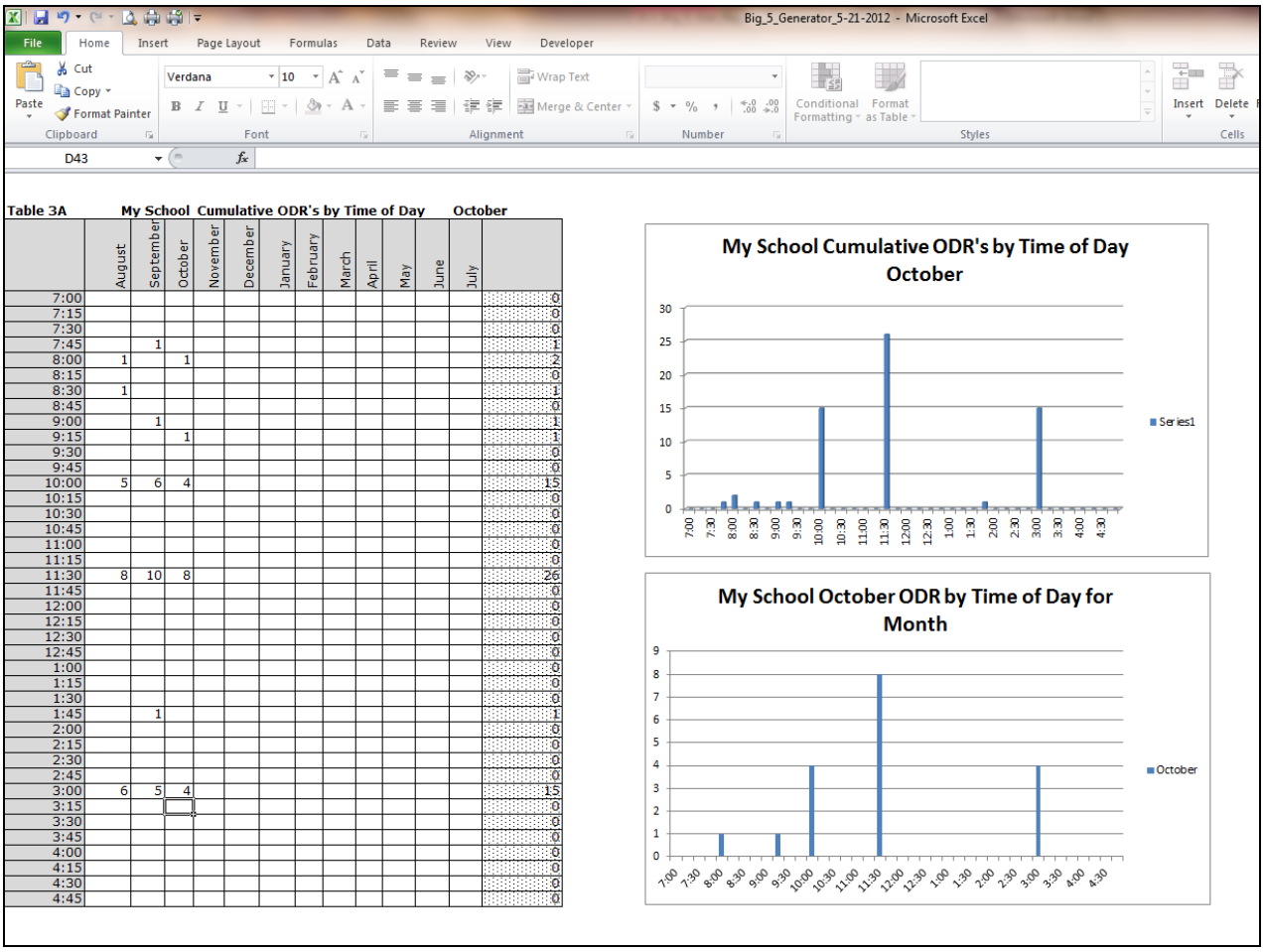
This graph allows you to chart *when* students are behaving inappropriately.



- From the "Main Menu," click the "Time Data Entry" button.



- On the "Time Data Entry" page, type in the number of office referrals by time of day for the given month, to the nearest 15 minutes.

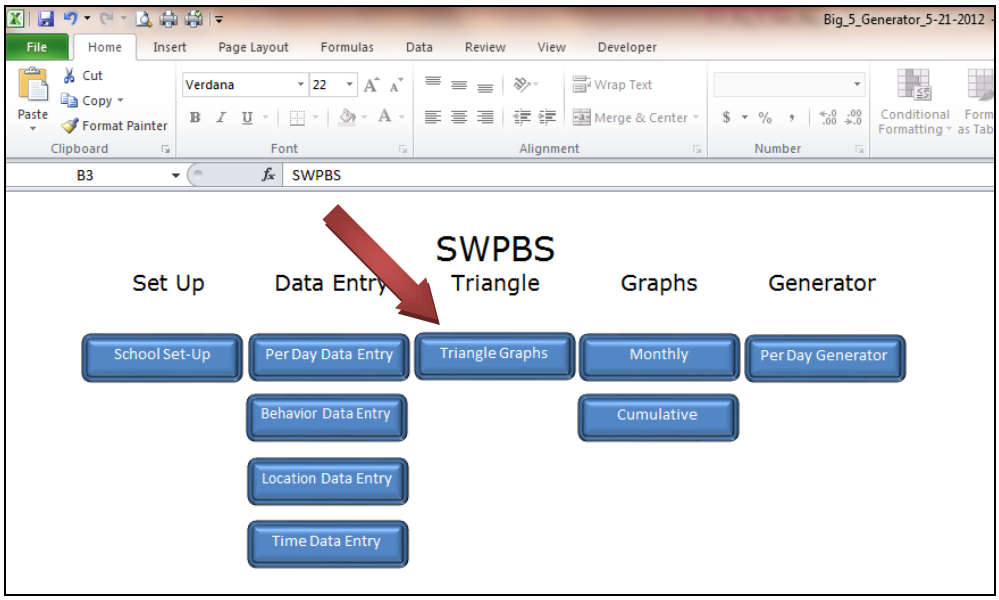


- Graphs will appear to the right. The top graph will graph the A graphs
- cumulative number of ODR's per time of day for the year to date.
- The bottom graph will chart ODR's for the specific month designated on the school set up page.
- **If the bottom graph does not chart the desired month, change the name of the month from the school set up page.**
- "Save."
- Click "Back to Main."

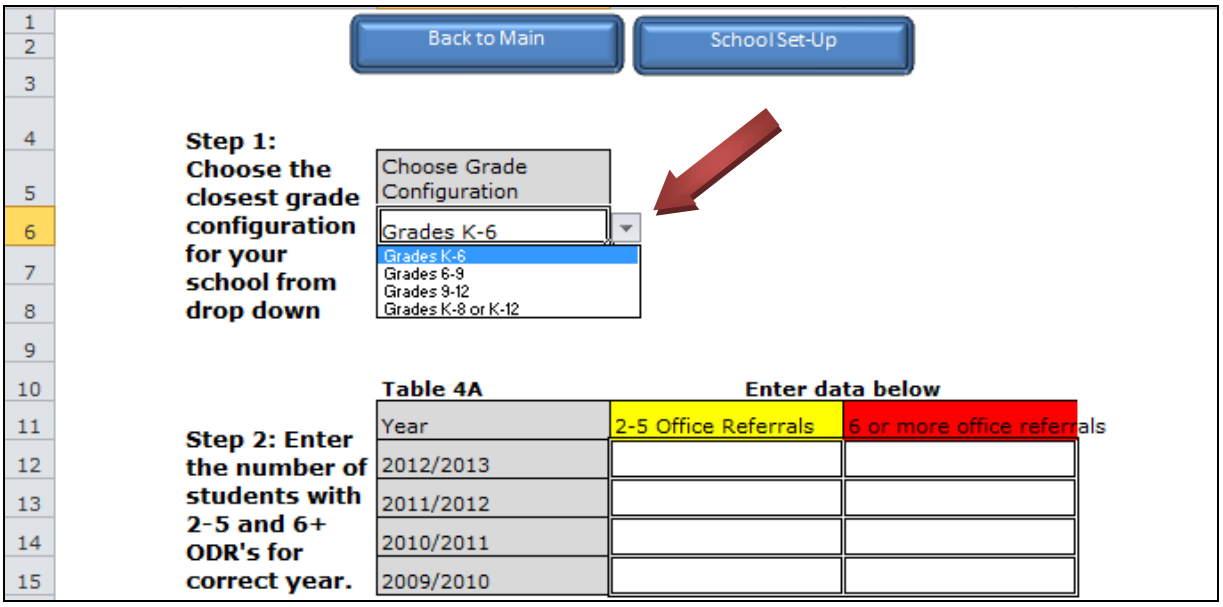
Step 6: Triangle Graph

The triangle graph charts the percentage of students with 2-5 ODR's and the 6 or more ODR's. This graph is cumulative for the year, so the comparison to the "SWIS National Averages" are only valid once the school year has ended. However, the process of identifying students with 2-5 ODR's and 6 or more ODR's can help you to catch students who qualify for Tier II and Tier III interventions early. Therefore, this graph should be updated monthly.

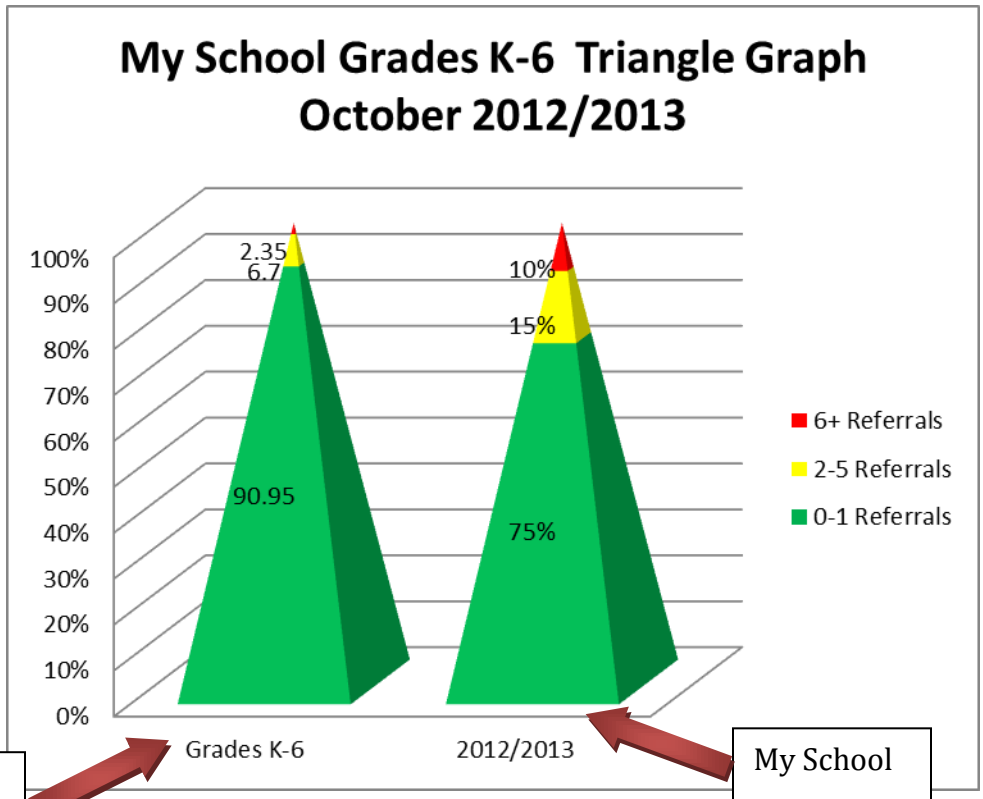
The final graph of the year allows you to monitor annual outcomes for students and to progress monitory your SW-PBS systems for your school.



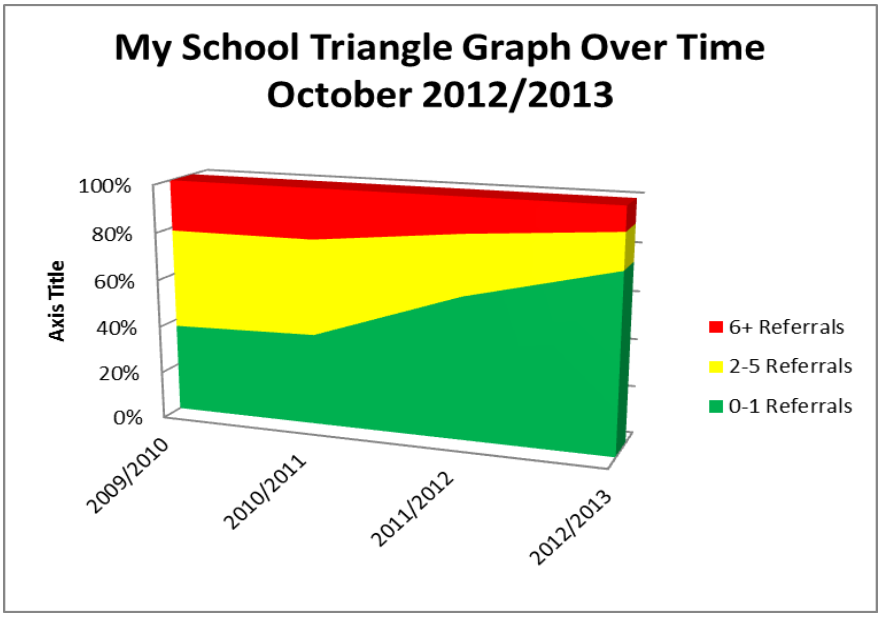
- From the Main Menu, click on the "Triangle Graphs" button.



- Using the drop down menu on step 1, choose the option closest to your school configuration. This sets the National Comparison triangle to the SWIS National Data Norms established the previous year for that particular school configuration.
- In step 2, enter the year to date number of students who have 2-5 ODR's and 6 or more ODR's.
- If you have data from past year's, you may enter these numbers as well, to give you a graph showing long term trends.



- The generator will produce 2 graphs. The first is a triangle showing your school's data to the right of the National Comparison for your school's grade configuration.

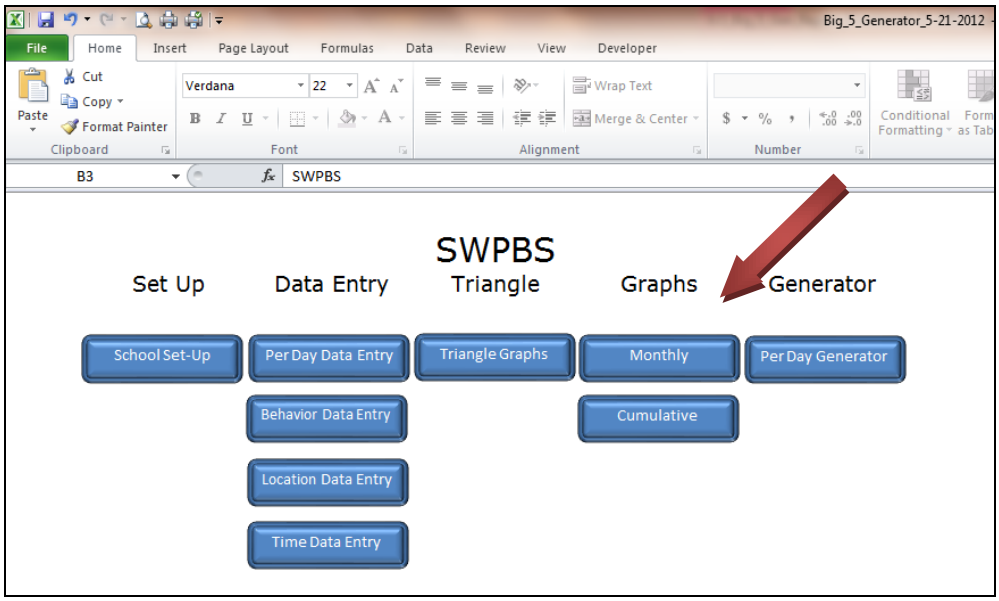


- The other graph depicts long term trends for up to the last four years.

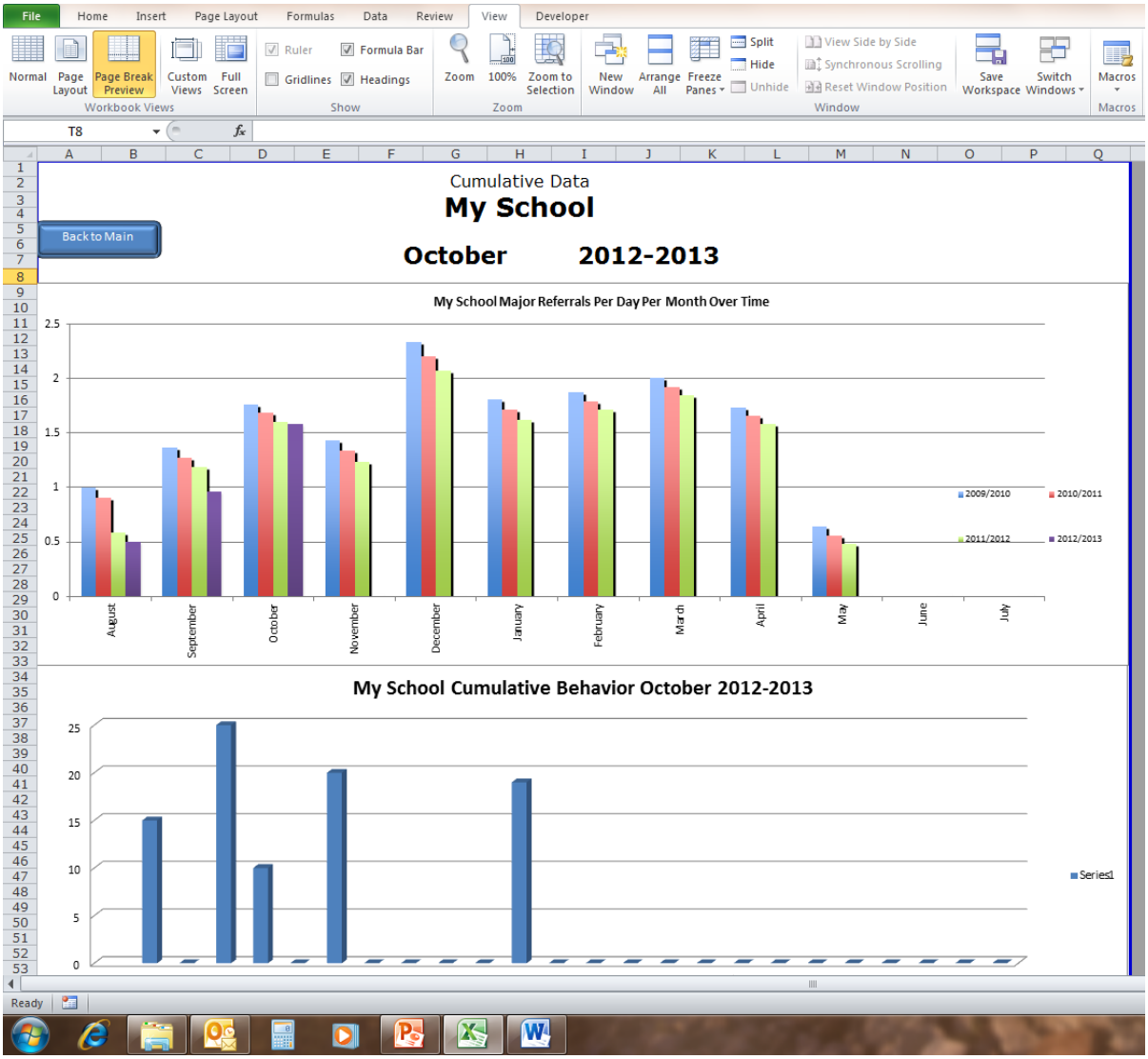
- Graphs on this page can be selected, copied and pasted into other office documents to share with stakeholders.
- If you want to print from this page, click anywhere off of the graphs and print as you normally would. Only the graphs will print.
- "Save."
- Click "Back to Main."

Step 7: Printing Graphs and Saving as PDF

All 5 of the Big-5 Graphs are now on the printing pages. There is a page that shows cumulative data for the year, as well as multi-year data for the Per Day Per Month and Triangle Graphs. There is also a page that allows you to print your Big-5 graphs for any given month (provided you selected that month on the school set up page, and you have entered complete data for that month).



- From the Main Menu, choose the graphs you wish to print (Monthly or Cumulative). This will take you to the desired print page.

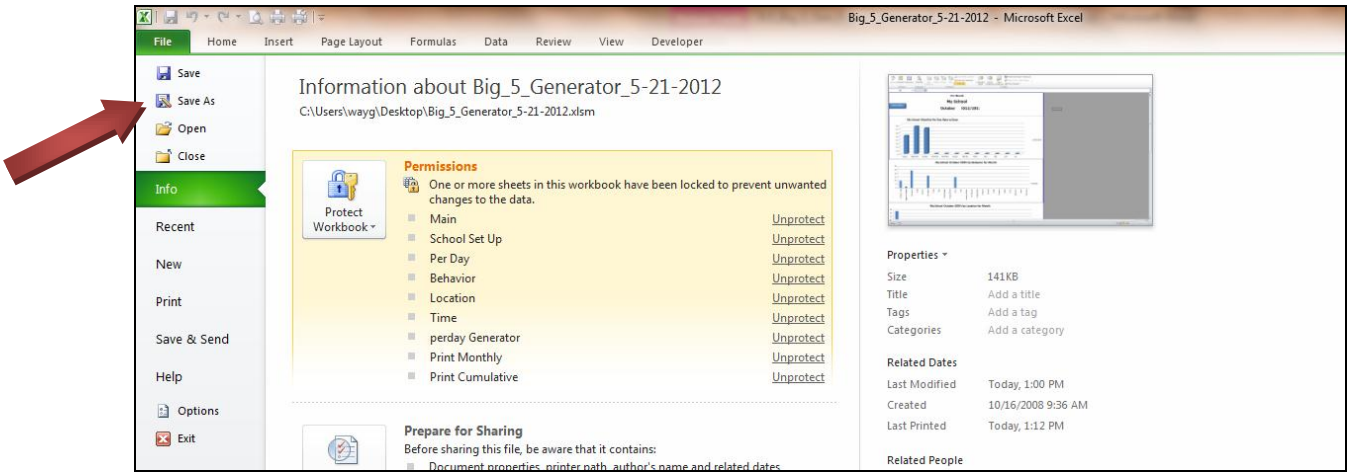


- This page is protected. If you wish to select copy and paste a graph, you must go to the data entry page for the desired graph. This was done to make printing easier.
- To print, print as you normally would print from Excel.

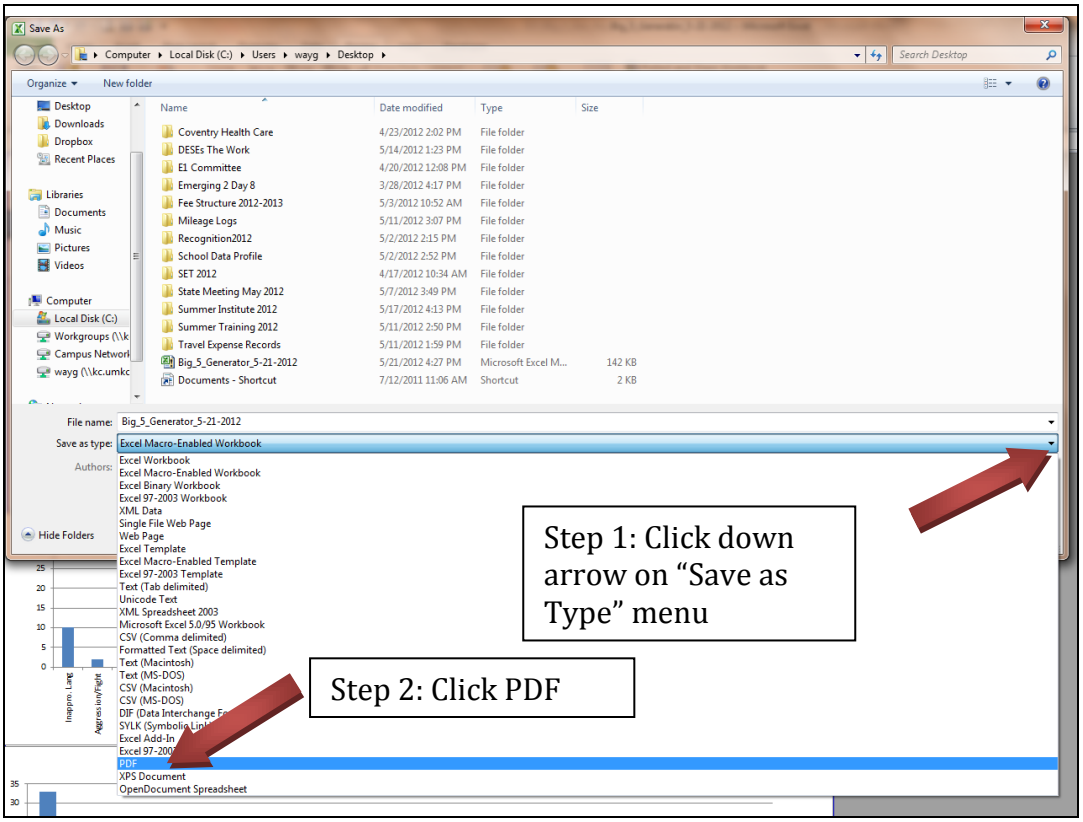
Creating a PDF in Office 2007 and 2010

To create a PDF, you may do one of two things:

- Go to the button (2007) or "File" (2010) menu.



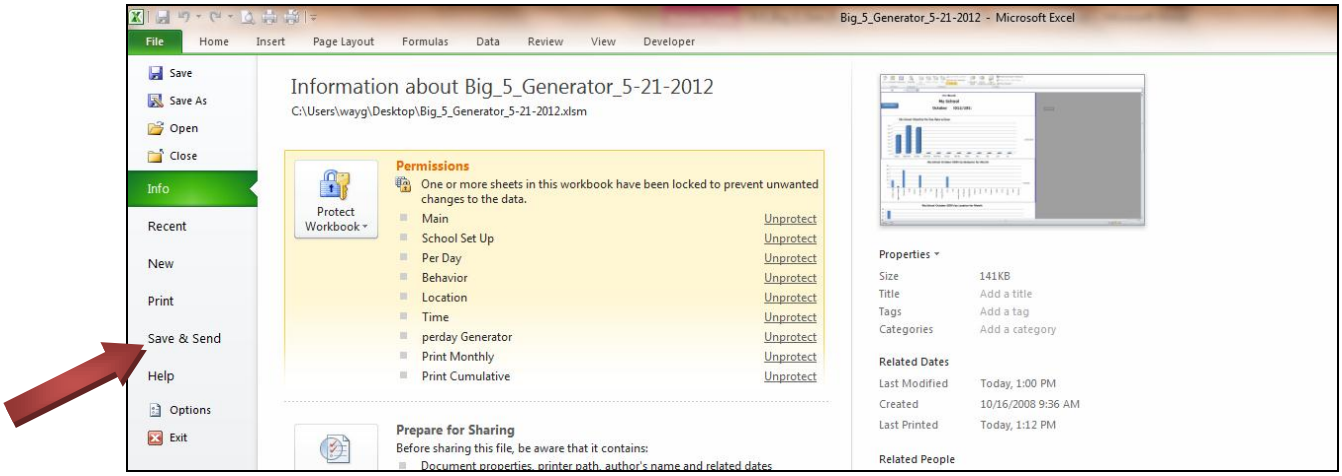
- Click on “Save As”



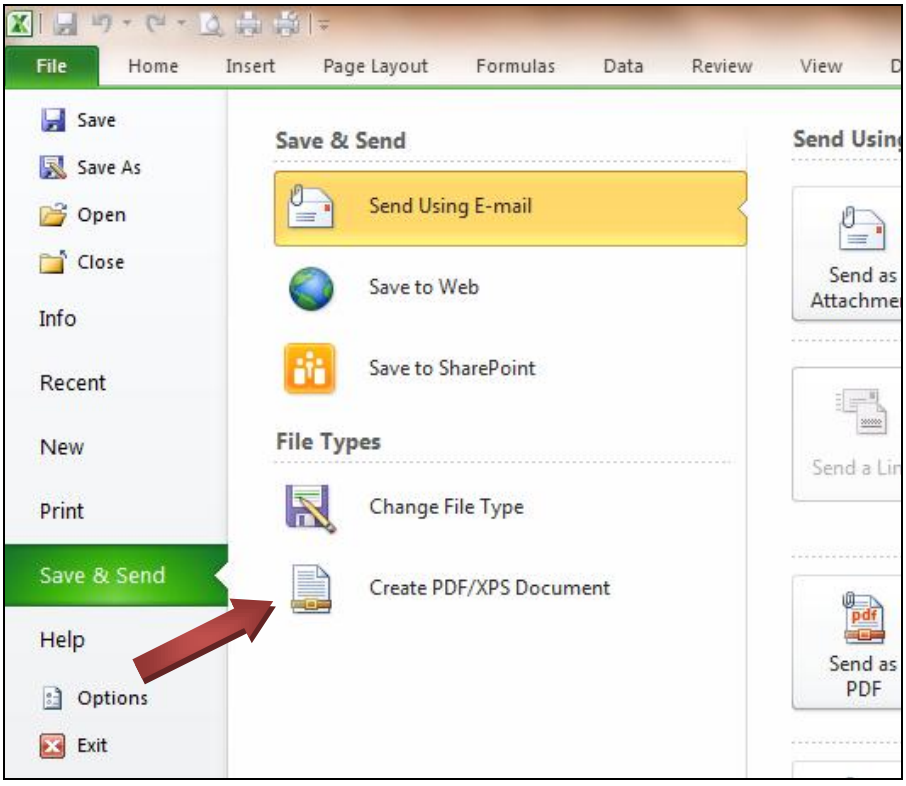
- Name the document and designate the folder in which you want to save it.
- In “Save as Type”, click the down arrow, and indicate that you want to save it as a PDF.

OR

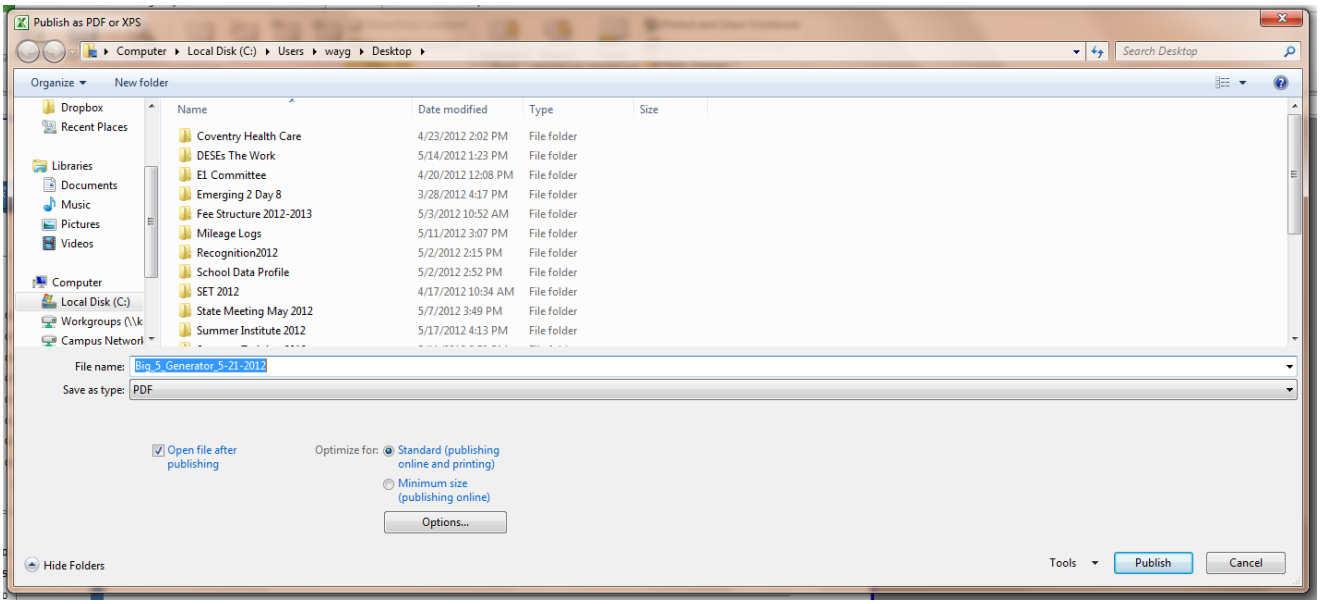
- Go to the button (2007) or “File” (2010) menu.



- Click on “Save and Send”



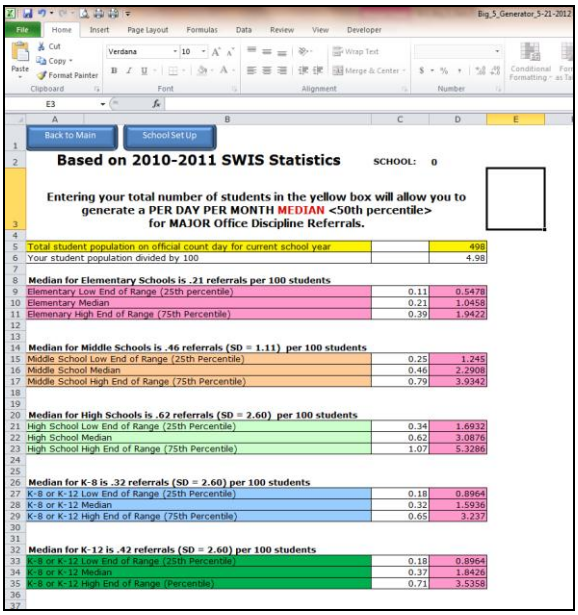
- Click “Create PDF.”
- You will be asked a second time to click “Create PDF.”



- Name the file and indicate the file where you want to save it.

Per Day Generator

The per day generator automatically calculates the median, 25th percentile and 75th percentile for a school with your enrollment, and compares it to SWIS national data. This form was automatically completed from when you entered your schools data in the School Set Up Page.


Back to Main
School Set Up
Based on 2010-2011 SWIS Statistics
SCHOOL: 0
Entering your total number of students in the yellow box will allow you to generate a PER DAY PER MONTH MEDIAN <50th percentile> for MAJOR Office Discipline Referrals.
Total student population on official count day for current school year 498
Your student population divided by 100 4.98
Median for Elementary Schools is .21 referrals per 100 students
Elementary Low End of Range (25th percentile) 0.11 0.5478
Elementary Median 0.21 1.0458
Elemenary High End of Range (75th Percentile) 0.39 1.9422
Median for Middle Schools is .46 referrals (SD = 1.11) per 100 students
Middle School Low End of Range (25th Percentile) 0.25 1.245
Middle School Median 0.46 2.2908
Middle School High End of Range (75th Percentile) 0.79 3.9342
Median for High Schools is .62 referrals (SD = 2.60) per 100 students
High School Low End of Range (25th Percentile) 0.34 1.6932
High School Median 0.62 3.0876
High School High End of Range (75th Percentile) 1.07 5.3286
Median for K-8 is .32 referrals (SD = 2.60) per 100 students
K-8 or K-12 Low End of Range (25th Percentile) 0.18 0.8964
K-8 or K-12 Median 0.32 1.5936
K-8 or K-12 High End of Range (75th Percentile) 0.65 3.237
Median for K-12 is .42 referrals (SD = 2.60) per 100 students
K-8 or K-12 Low End of Range (25th Percentile) 0.18 0.8964
K-8 or K-12 Median 0.37 1.8426
K-8 or K-12 High End of Range (Percentile) 0.71 3.5358

Troubleshooting Guide

This guide is intended to address common problems associated with the different versions of Excel used throughout the state.

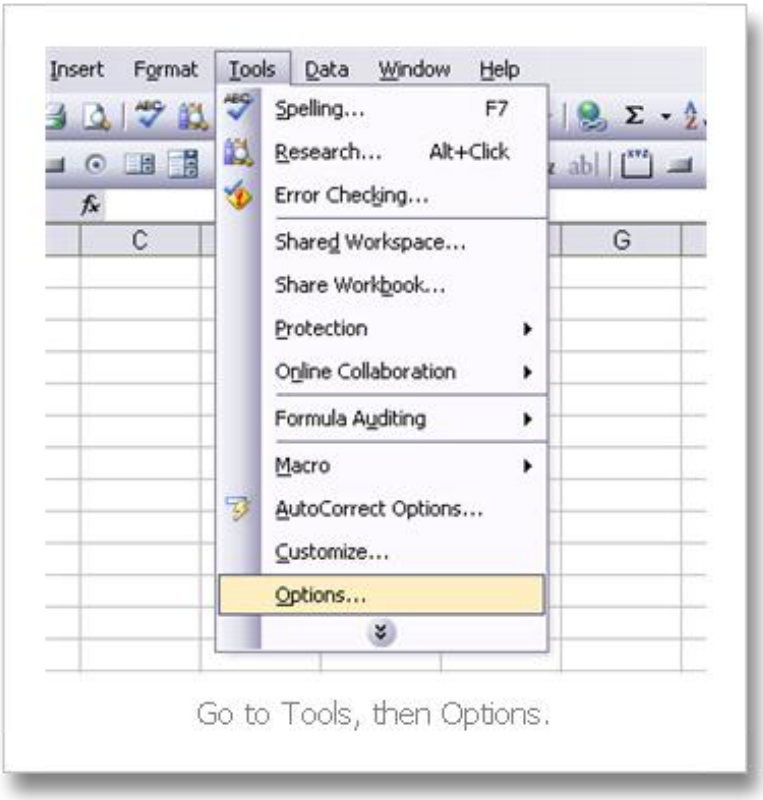
You are not prompted to enable content or the buttons do not work

If the first time that you open the Big-5 Generator you do not receive a message prompting you to “enable content” or “enable macros,” and the navigation buttons do not work, your security settings may be set to high.

To Change The Security Level

How you change your security settings from “High” (macros are disabled) to “Medium” (Macros are disabled but you are prompted to enable them) depends on what version of office you have.

Office 2003:



1. Click on “Tools” from your menu bar
2. Click on “Options

3. Click on the “Security” tab
4. Click on “Macro Security”

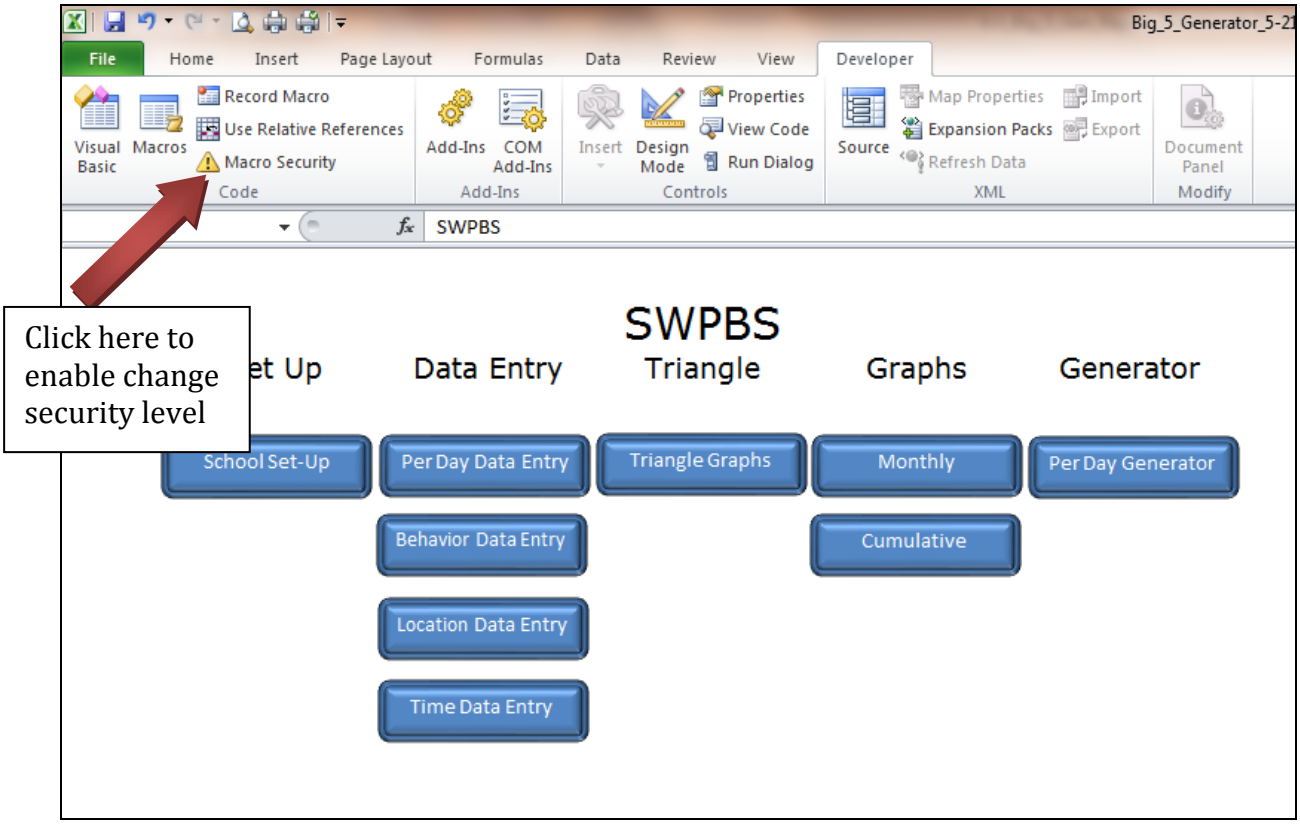
Security
Security Level
Trusted Publishers
Very High. Only macros installed in trusted locations will be allowed to run. All other signed and unsigned macros are disabled.
High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.
Medium. You can choose whether or not to run potentially unsafe macros.
Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you have checked the safety of all documents you open.
OK
Cancel
Choose "Medium" security level.

5. Click on the button next to “Medium”
6. Click “OK”

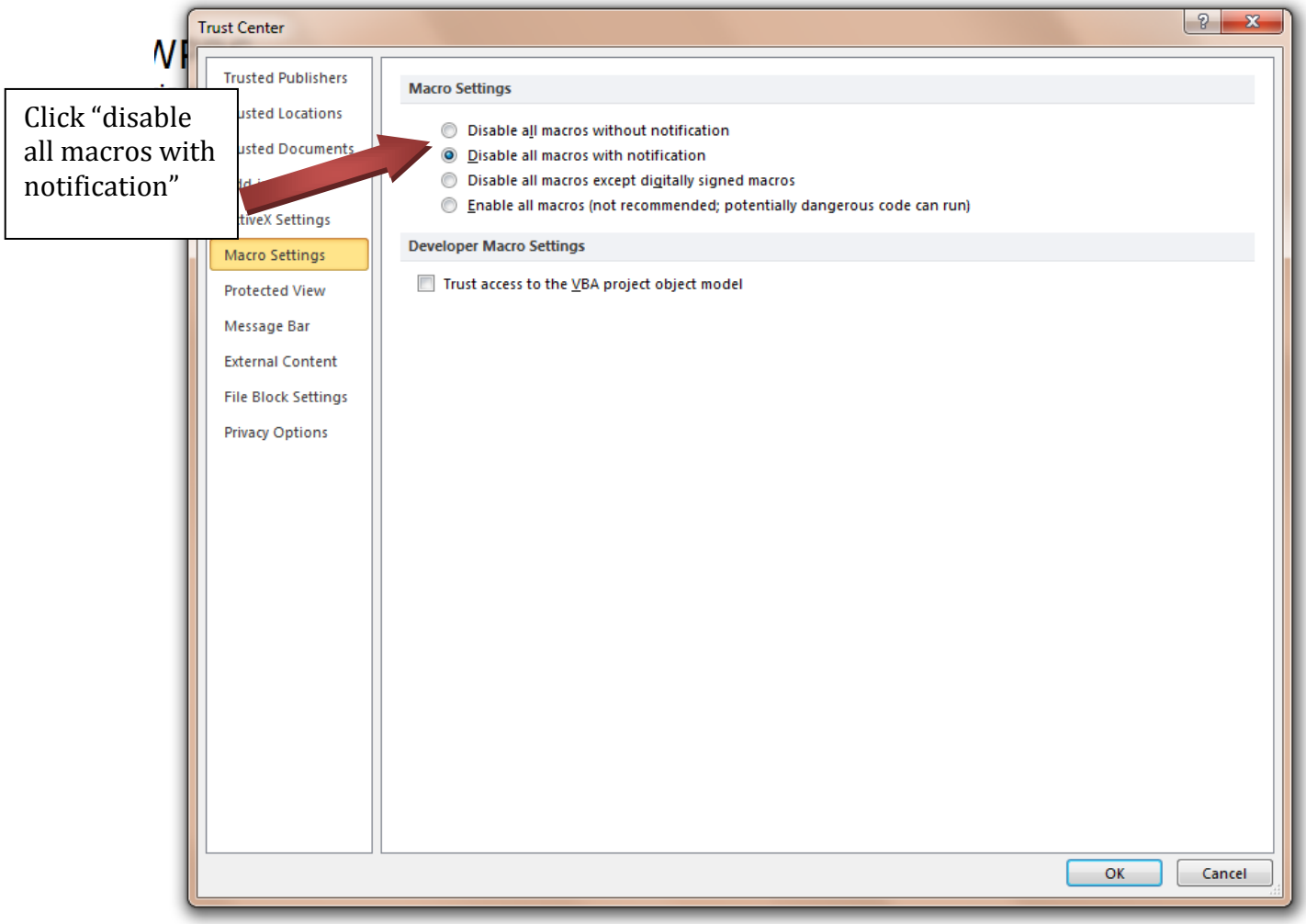
Security Warning
"E:\JeeShen\Zen Xing\OCR Project\JMC_Excel.xls" contains macros.
Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
Disable Macros
Enable Macros
More Info
Enable Macros

By selecting Medium, you will receive a warning every time you try to open a file with macros. For the Big-5 Generator, you will need to enable the Macros. For other programs, enable macros only if you trust the source.

For Office 2007 and 2010:
You can change macro security settings in the Trust Center, unless a system administrator in your organization has changed the default settings to prevent you from changing the settings.



- On the Developer tab, click “Macro Security.”
  - If the Developer tab is not displayed, click the Microsoft Office Button, click Excel Options, and then in the “Popular” category, under “Top options for working with Excel,” click “Show Developer tab in the Ribbon.”



- In the Macro Settings category, under Macro Settings, click “Disable all macros with notification.”
- The Microsoft office button was replaced by the “File” tab in office 2010

The information on changing security settings in Office 2007 and 2010 came from http://office.microsoft.com/en-us/excel-help/change-macro-security-settings-in-excel-HP010096919.aspx.

School name does not appear on graphs

From the “Main Menu,” click the “School Set-Up” button. Enter the school name in the designated space.

Wrong month appears on the graph title and data for the wrong month is charted

From the "Main Menu," click the "School Set Up" button. Choose the desired month from the drop down menu for "Month." This will cause the graphs to reflect data from the desired month.

You click in a cell, and receive an error message, or another blank cell is "selected."

The Big-5 Generator has been protected to prevent users from inadvertently deleting a formula that generates the graph. You may only click on or enter data into *yellow* cells.

You cannot select, copy, or paste a graph from the Print pages

The Print pages (cumulative and monthly) are protected to make printing easier. You may select, copy and paste graphs on the *data entry pages*.

Error Message: "Converter Failed to Save File"

Finally, there is one other possibility for those of you who are having trouble converting this file to earlier versions of Excel. Apparently, there was a problem with one of the Microsoft converter service packs. The converter at the following link is supposed to solve the problem. This has worked. Some districts will only allow individuals with administrator rights to load files or do updates. The link is: http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=1285.

Other

If you encounter a problem that is not addressed in this User's Manual, you may contact your SW-PBS consultant, or call Gordon Way at 816-235-5656.

Appendix A: Big-5 Tally Sheets

Per Day Data 2012 - 2013

	# Days School was in Session	Major Referrals for Month	Per Day Rate – Divide second column by first column
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

Referral Data 2012 – 2013

	Total Students with 0-1 Office Disciplinary Referrals	Total Students with 2-5 Office Disciplinary Referrals	Total Students with 6+ Office Disciplinary Referrals	Total School Enrollment
August				
September				
October				
November				
December				
January				
February				
March				
April				

May				
June				

Behavior Data
2012 - 2013

	August	September	October	November	December	January	February	March	April	May	June	YEAR
Inappro. Lang												
Aggression/Fight												
Disrespect												
Lying												
Harass												
Disruption												
Tardy												
Skip												
Prop Damage												
Forgery/Theft												
Dress												
Tech												
Inappro. Affect.												
Out Bounds												
Gang Display												
Tobacco												
Alcohol												
Drugs												
Combust												
Bomb												
Arson												

Weapons												
Other												
Unknown												
Total												

Location Data
2012 - 2013

	August	September	October	November	December	January	February	March	April	May	June	YEAR
Classroom												
Playground												
Commons												
Hall/Breezeway												
Cafeteria												
Bath/Restroom												
Gym												
Library												
Bus Loading												
Parking Lot												
Bus												
Special Event												
Off-Campus												
Stadium												
Office												
Locker Room												

Other Location												
Unknown Location												
Totals												

Time of Day Data
2012 - 2013

	August	September	October	November	December	January	February	March	April	May	June	YEAR
7:00												
7:15												
7:30												
7:45												
8:00												
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Total												